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QUARTERLY REPORT

Haiti Integrated Financial Management Project

October 1 - December 31, 2014

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ACRONYMS

CSCCA	Cour Supérieure des Comptes et du Contentieux Administratif
DGI	Direction Générale des Impôts
GOH	Government of Haiti
IFMS	Integrated Financial Management System
MEF	Ministère de l'Economie et des Finances
MPCE	Ministère de la Planification et de la Coopération Externe
NOC	Network Operations Center
OMHR	Office of Management and Human Resources
PMP	Performance Monitoring Plan
USAID	United States Agency for International Development
USD	United States Dollar
ULCC	Unité de Lutte Contre la Corruption
USG	United States Government

INTRODUCTION

This document presents Chemonics' first quarterly report for the Integrated Financial Management System Task Order under the Public Financial Management IDIQ. This report covers the period from October 1 to December 31, 2014.

The purpose of this task order is to provide continued assistance to the Government of Haiti's (GOH) Ministry of Economy and Finance (MEF) in the development of a full and complete Integrated Financial Management System (IFMS). The overall strategy of the IFMS project is to provide technical, logistical and managerial strengthening support to the Ministry of Economy and Finance (MEF) for the restoration, operation and expansion of both the IFMS-related infrastructure and the Financial management system. Assistance will also be provided to the line ministries and entities that are currently using the IFMS to process budget requisitions such as the Cour Supérieure des Comptes et du Contentieux Administratif (CSSCA), the Customs and the Tax administrations, the Ministry of Planning (MPCE), the GOH Anticorruption Unit (ULCC), and the other GOH ministries that are part of the IFMS network. The capacity of the GOH Office of Management of Human Resources (OMHR) will be strengthened with the aim of OMHR using a government-wide human resources management system that is hosted on the IFMS network to conduct its regular business.

The following key outcomes are expected to be achieved under this task order:

- IFMS network infrastructure is updated and improved;
- GOH capacity to utilize the IFMS for financial reporting and auditing processes is expanded;
- Capacity of the network to support both operational support and financial auditing is built;
- The expenditure and revenue systems are integrated and financial management is improved;
- MEF IT governance and management capabilities to properly document and implement governance policies and procedures for each of the stakeholder GOH ministries and municipalities are enhanced.

EXECUTIVE SUMMARY

The Haiti Integrated Financial Management System project has completed its first quarter of operation. Achievements during this reporting period include:

Mobilization of long-term personnel, and submission of a draft work plan and performance management plan (PMP), and completion of essential startup administrative activities;

Submission of a draft design for the Ministry of Finance communications network backbone; and

Development of a strategy for electronic data exchanges between government ministries and offices.

ACTIVITIES, RESULTS, IMPACT, AND SUSTAINABILITY

Quarterly Milestones Summary

During the reporting period, IFMS project management focused on startup activities. Milestones were achieved in the following areas:

Improving the Ministry of Economy and Finance (MEF) Communications Network Backbone:

The IT staff met several times with the IT Director and staff of the MEF to agree on an approach and schedule for upgrading the Network Operating Center (NOC) facility and purchase of communications equipment for the network sites. These efforts were assisted via STTA visits conducted by IT infrastructure experts from Chemonics home office. Sam Parks conducted an analysis of the existing network and worked with MEF technical staff to inventory the existing network equipment. In a follow up visit, Pete Souza developed and presented a draft design document for the upgraded and expanded network, including the NOC facility upgrade and establishment of a disaster recovery site.

During December, IFMS made an introductory presentation to MEF General Director Mr. Etienne and representatives of the major institutions in the MEF, including Customs, Tax, Budget and Treasury. The purpose of the presentation was to familiarize MEF officials with the IFMS program and schedule.

Establishing an Electronic Data Exchange Capability

The IFMS contractual scope of work contains several requirements to assist the Ministry of Economy and Finance with electronic data sharing. Accordingly, in the first quarter, IFMS began exploration of existing and available software platforms that could facilitate secure data exchange capability between government ministries. IFMS made contact with the Government of Estonia's E-government Academy to take advantage of their e-government platform, the "X-Road", which is generally considered to be the international standard for electronic government data exchange platforms.

Startup Administrative Activities

In November, Chemonics submitted a draft work plan and performance management plan (PMP) to USAID. At the end of the reporting period, these draft documents were still under review by USAID.

Six IFMS staff began work during the reporting period, and recruitment efforts were initiated for the remaining unfilled staff positions.

Chemonics identified an office and conducted negotiations for a three-year lease.

PERFORMANCE MANAGEMENT PLAN IMPLEMENTATION

ANNEX A. PERFORMANCE INDICATORS SUMMARY TABLE

Table A1 presents the proposed indicators, baseline values and targets for the IFMS task order. These draft indicators will be revised based on comments received in January from the USAID Mission.

Indicator	Unit of measure	Disaggregation	Reporting Frequency	Base-line	Year 1 Target	Year 2 target
1. 1. Network monitoring software implemented	SCALE	0 TO 5		0	5	5
2. 2. Implementation of a live help center to facilitate data recovery	SCALE	0 TO 5		0	5	5
3. Network monitoring dashboard implemented	SCALE	0 TO 5		0	5	5
4. Number of GOH IT staff trained (disaggregated by gender and GOH entities)	NUMBER	BY GENDER		0	50 MEN 50 WOMEN	50 MEN 50 WOMEN
5. Number of procedure manuals and internal processes developed	NUMBER			0	6	6
6. Revenue collection systems and expenditures management systems connected	SCALE	0 TO 5		0	5	5
7. Percent uptime of data exchange interface connecting Tax Solutions (DGI) to CIVITAX (municipalities)	PERCENT			0	90	90
8. Connectivity of new generation software from MPCE to IFMS	SCALE	0 TO 5		0	5	5
9. IFMS application integration and consolidation road map implemented	SCALE	0 TO 5		0	0	1
10. Framework for Decision Support Systems Implemented	SCALE	0 TO 5		0	0	5
11. Auditing software/tools for GOH oversight agencies installed	SCALE	0 TO 5		0	0	5
12. Number of municipalities using CIVITAX for budget formulation, budget expenditure, or financial oversight	NUMBER			0	0	5
13. Number of audit reports produced	NUMBER			0	0	10

by ULCC, MICT, and CSCCA using IFMS						
14. Number of DGI offices connected to IFMS and able to use Tax Solutions	NUMBER			0	0	2
15. Number of CSCCA offices connected to IFMS and able to use CIVITAX	NUMBER			0	0	5
16. GOH human resources management system operational	SCALE	0 TO 5		0	0	2